Inbox Linking
How to Connect Your Inboxes in Epic

Linking your inbox in Epic will allow two or more users see a defined inbox.

The process has two parts.
First, a user has to grant access to another user.
Second, the user who has been granted access must accept the invitation and create the link.
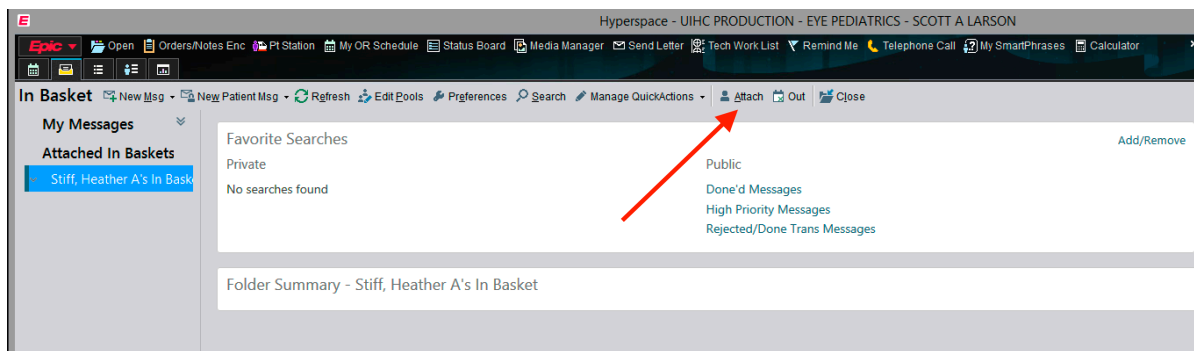
Follow the steps below to create an inbox link. This process will allow Faculty to link their inbox with Fellows and Residents so they can share the work of patient correspondence.
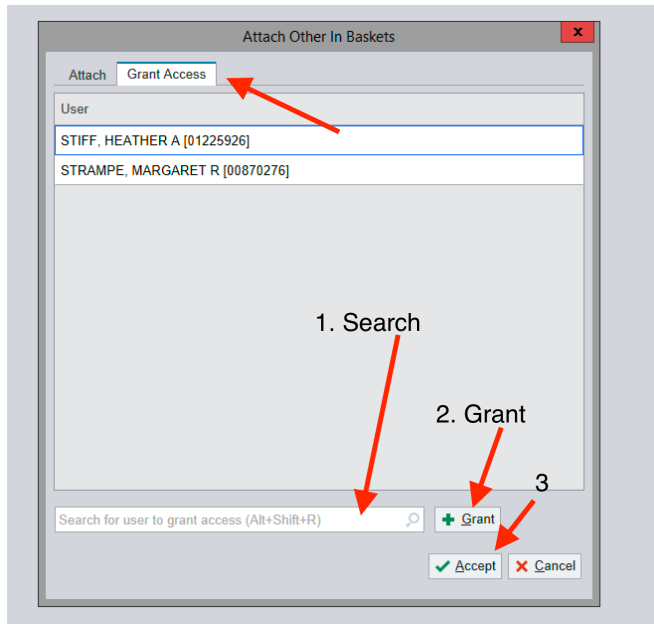
Grant a user Access to your inbox

This first step is done by the Faculty member after logging into Epic and clicking on the **Inbox** tab.

The faculty will then click on **Attach**

This will open the **Attach Other In Baskets** dialog box

Click on **Grant Access**

Find the correct user in the Search Field

Click on the **Grant** button then **Accept** Button

The user who has been granted access will then appear in the list in the dialog box
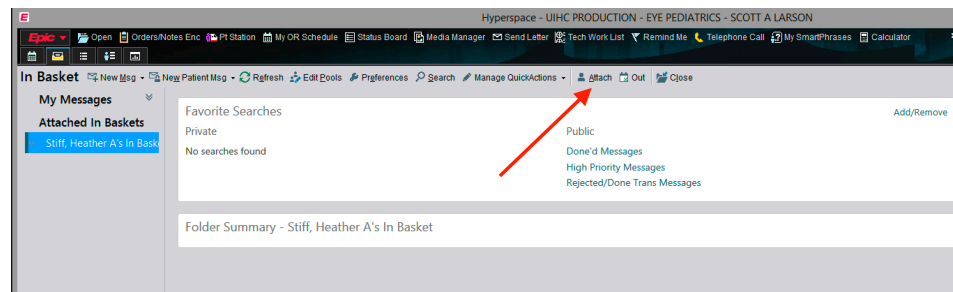
Attach your inboxes together

The user (resident or fellow) who has been granted access can now "attach" their inbox allowing the inbox messages to become visible in their message list.
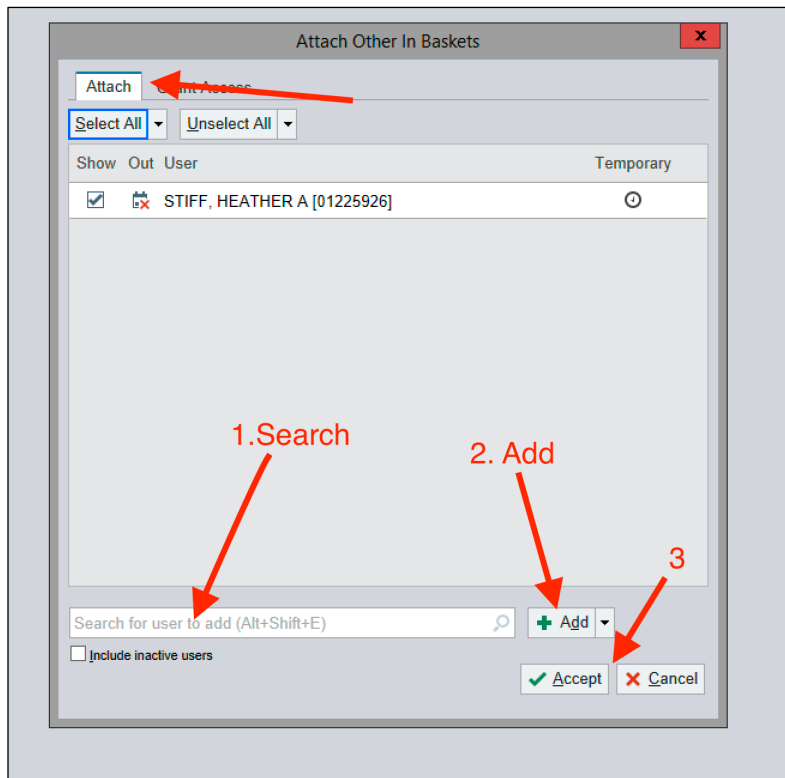
Access the inbox by clicking on the **Inbox** tab
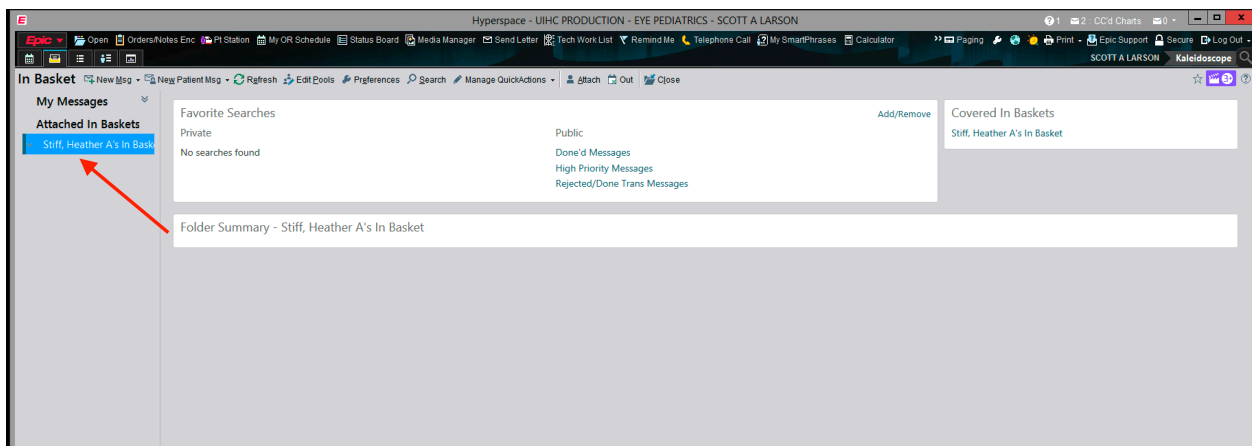

Click on **Attach**

This will open **Attach Other In Baskets** dialog.

Click on the **Attach** tab then enter the user's name who has granted you access to their inbox in the **Search** field, hit the **Add** button then **Accept** button.

Your inbox will now show the linked inbox on the left-hand side list.

Undo the Inbox Link

When the resident leaves the rotation, they can unlink their inbox by deleting the attachment

Fellows: before leaving Iowa, your inbox needs to be linked to a faculty inbox so they can address messages that invariably come after your departure. Please talk to your fellowship director to ensure that is complete.